

EMPLOYMENT OPPORTUNITY

ANNOUNCEMENT NUMBER: HCMALL 06/06B – TRAINEE LEVEL (TEMPORARY)

This announcement is for a trainee level. The position is also advertised at a full performance level.

Please see the ANNOUNCEMENT NUMBER HCMALL 06/06A for reference.

NOTE: All applicants who are not Family Members of U.S. Government employees officially assigned to Post and under Chief of Mission (COM) authority must have the required work and residency permits to be eligible for consideration.

OPEN TO: All Interested Candidates

POSITION: Temporary Non-Immigrant Visa Assistant, FSN-6*; FP-8

OPENING DATE: March 21, 2006

CLOSING DATE: April 4, 2006

WORK HOURS: Full time, 40 hours/week

ANNUAL SALARY: * Ordinarily Resident: US\$4,869 (Starting salary, Position Grade: FSN-6)

LENGTH OF HIRE: Temporary position not to exceed six months. Actual filling of the position is contingent upon the availability of funds.

The Consulate General of the United States of America in Ho Chi Minh City is seeking individuals for employment in Vietnam for the position of **Temporary Non-Immigrant Visa Assistant** in the Consular Section.

BASIC FUNCTION OF THE POSITION

Incumbent of this position will perform all functions associated with processing Nonimmigrant Visa applications.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office in Ho Chi Minh City or Hanoi.

QUALIFICATIONS REQUIRED

Note: All applicants are instructed to address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. Completion of secondary school is required.
2. Two years of progressively responsible experience in office work involving the application of relatively complex regulatory material along with extensive public contact or closely related work is required. Must be able to deal with the public in a professional and courteous manner and to work under pressure.
3. Knowledge of general office management practices including the use of Microsoft Office applications is essential. This will be tested.
4. Must be able to translate/interpret English into Vietnamese and vice versa.
5. Level 3 (Good Working Knowledge) Speaking/Reading English is required. Level 4 (Fluent) Speaking/Reading Vietnamese is required. This will be tested.

SELECTION PROCESS

When equally qualified, American Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that candidates address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed American Citizen EFM's who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Current employed Non-Ordinarily Resident (NOR) persons hired under Personal Services Agreements (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.
5. The candidate must be able to obtain and hold Post Security Clearance.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF-612); or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g. essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

You may download the application form at <http://hochiminh.usconsulate.gov/jobs.html> or paper copies are available from the Security Guard at Post 4 at the U.S. Consulate in Ho Chi Minh City between the hours of 8:00 A.M. - 5:00 P.M., Monday through Friday.

SUBMIT APPLICATION TO

Management Office
U.S. Consulate General, 7A Mac Dinh Chi Street, HCMC.

POINT OF CONTACT

Management Office
U.S. Consulate General HCMC
Tel. 84-8-822-9433
FAX: 84-8-823-4642

DEFINITIONS

1. American Citizen Eligible Family Members (AEFM): A type of EFM that is eligible for direct hire employment on either a Family Member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:
 - U.S. citizen;
 - Spouse or child who is at least age 18;

- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a U.S. Foreign Service post or establishment abroad with a USG agency that is under COM authority;
 - Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and
 - Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.
2. Eligible Family Member (EFM): Family Members at least age 18 listed on the travel orders of a Foreign of Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.
 3. Member of Household (MOH): A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.
 4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.
 5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniformed service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: APRIL 4, 2006

(All applications must be received by the closing date to receive consideration)

AN EQUAL OPPORTUNITY EMPLOYER

The US Mission in Vietnam provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.